

TERMS OF REFERENCE

IWA Programmes Administrator

Work percentage: 0.6 FTE (3 days a week)

Duty station: The Hague, Netherlands

Reporting to: Programmes Director

The International Water Association (IWA) is a global network of water professionals bringing people and institutions together from across the water cycle to deliver equitable and sustainable water solutions for our world. The IWA aims to connect people with a diversity of backgrounds to generate innovative solutions and new opportunities to tackle urban and basin-related water challenges.

Thematic Programmes provide IWA with a mechanism to respond to global challenges and support progressive agendas for managing the water cycle. Programmes are made up of portfolios of projects and activities working towards a common goal coordinated by members of staff in close cooperation with the IWA members and partners.

Projects require support related to planning, implementation, financial management and reporting to ensure programme coordinators and programmes officers can deliver to a high standard. Critical to this is the maintenance of a project management system, diligent financial administration and other administrative support.

Under the general supervision of the Programmes Director, the Programmes Administrator has the responsibility to manage and maintain the project management system, coordinate financial administration of projects and provide overarching support to the programmes group in developing and implementing projects. This position entails the following specific duties and responsibilities:

1. Project Management

Working closely with the Programmes Director to establish and maintain a global project management system, through:

- Ensuring the project management system is operating well and is accessible to all members of staff around the world, this includes ensuring compatibility with IT systems and training staff;
- Ensuring the project management system is used by all programmes staff and all information is up-to-date, this includes time-sheets and project tracking;
- Establishing a project archive system that enables easy access to project related material and information;

2. Financial Administration

Working closely with the Programmes Director and Financial Controller to establish systems for project financial management, through:

- Providing regular reports to the Financial Controller on project income and expenditure according to budget;
- Supporting programmes staff in raising invoices, collecting and processing expense claims, and making payments;
- Supporting programmes staff in financial reporting to donors as required;
- Supporting programmes staff in the development of budgets for new projects.

3. Project Support

Working closely with programme coordinators and programme officers to deliver projects, through:

- Support the organisation of project related meetings as requested;
- Support other project related activities as requested and agreed.
- Support members of the programmes group;
- Provide inputs to other programme activities as requested;
- Carry out administrative duties required to function within the IWA Secretariat;
- Contribute to the team spirit and excellent ambiance in the IWA Secretariat and in working with partners;

The above job description contains the main duties and responsibilities for this position. However, in a small organization such as IWA, staff members are expected to show flexibility in their approach to work and be willing to undertake other tasks and missions that are reasonably allocated to them but which are not part of their regular job description. Where any task becomes a regular part of an employee's responsibilities, the job description will be changed in consultation with the employee and the Programmes Director.

Qualifications and Experience

- Relevant qualification in accounting, financial management and / or project management;
- Minimum of 3 years' experience in an international organisation working on project management and / or financial control;
- Experience in reporting, including financial, to external donors, EU etc;
- Experience in managing a project management system across departments, offices and locations;
- Experience in working with a culturally diverse group of professionals;
- Excellent communication and facilitation skills;
- Proficient in spoken and written English, proficiency in other languages is desirable.



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How to apply:

Applicants are asked to submit their CV in English and a supporting letter of motivation along with the names and contact details of two referees.

Applications should be submitted by e-mail before June 20th 2014 to: IWA Human Resources department, Mrs Kim Schipper, kim.schipper@iwahq.org.

IWA is an equal opportunity employer.

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED